Filling out Annual Reports

Objectives

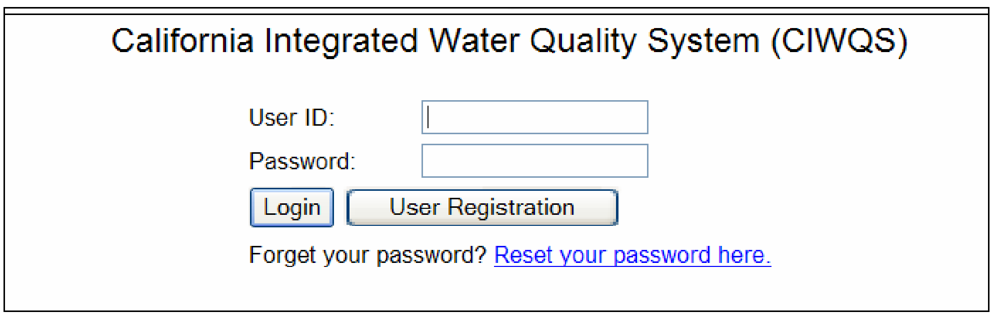
- Assist in the login, preparation, and submittal of Annual Reports.

Prerequisites

- Submit the registration packet. Registration package and instructions can be found at: http://www.waterboards.ca.gov/stormwtr/docs/swarm/prereg.pdf.
- Each user will be assigned a unique login and password to gain access to the CIWQS.

Logging into CIWQS

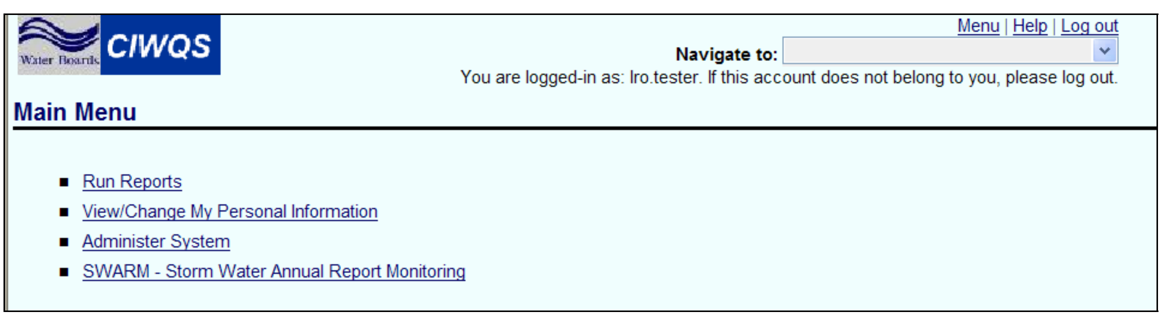
1. Open a web browser and visit http://ciwqs.waterboards.ca.gov/ciwqs.
2. The login prompt will appear. Enter the user ID and Password provided in the confirmation e-mail from ciwqs@waterboards.ca.gov.



By default a user ID is the first letter of the first name and full last name (e.g. registered user John Smith, user ID - jsmith). The default password is "Password1" (without the quotes). The user ID and password are case sensitive.

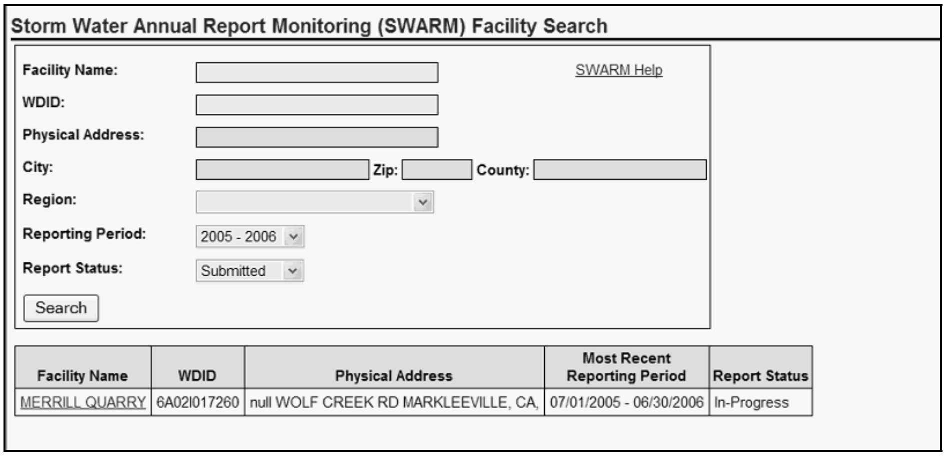
Initiating Report

1. After logging in, click on the link titled "SWARM – Storm Water Annual Report Monitoring".

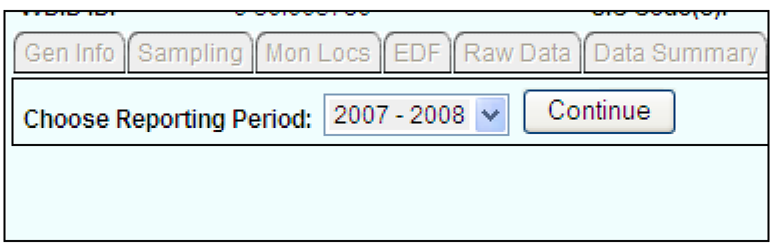


If the user is a "Data Submitter", the "Administer System" link shown above will not be displayed.

2. In the SWARM Facility Search screen, all previously registered facilities will appear as hyperlinks in the middle of the screen. To begin entering annual report data, click the correct facility link. If previously registered facilities are not visible, please contact the CIWQS Help Center (CHC) at 866-79-CIWQS or 866-792-4977.

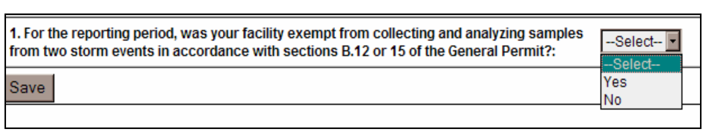


3. The 2007-2008 reporting period will be selected by default. Click the "Continue" button.

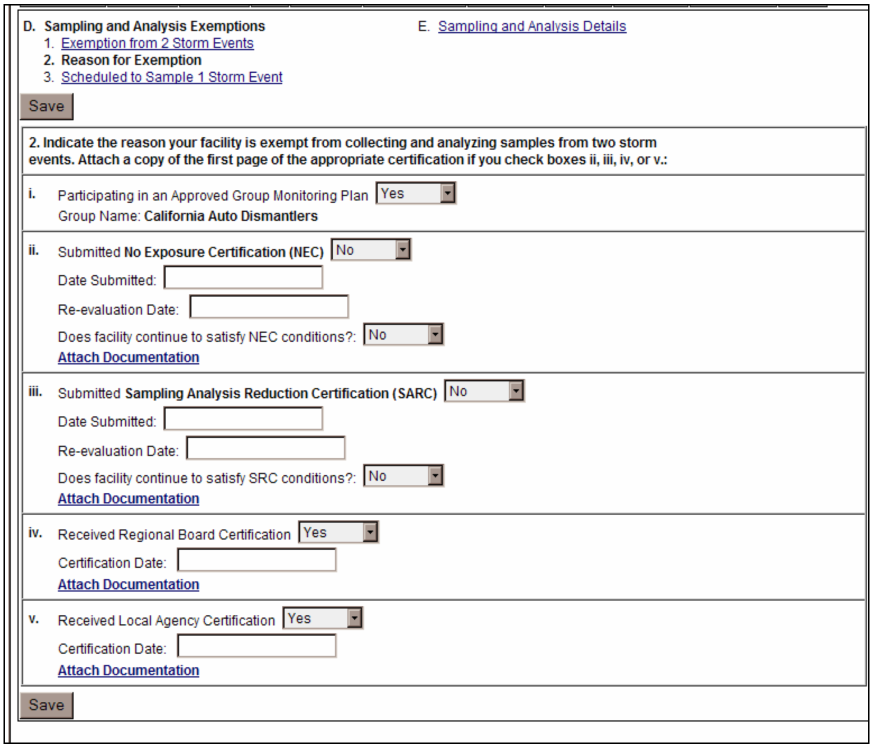


4. Verify the information on the "General Info" Tab. In order to change the information on this screen, please fax a copy of the cover sheet with the corrections noted on it to 916-341-5543.

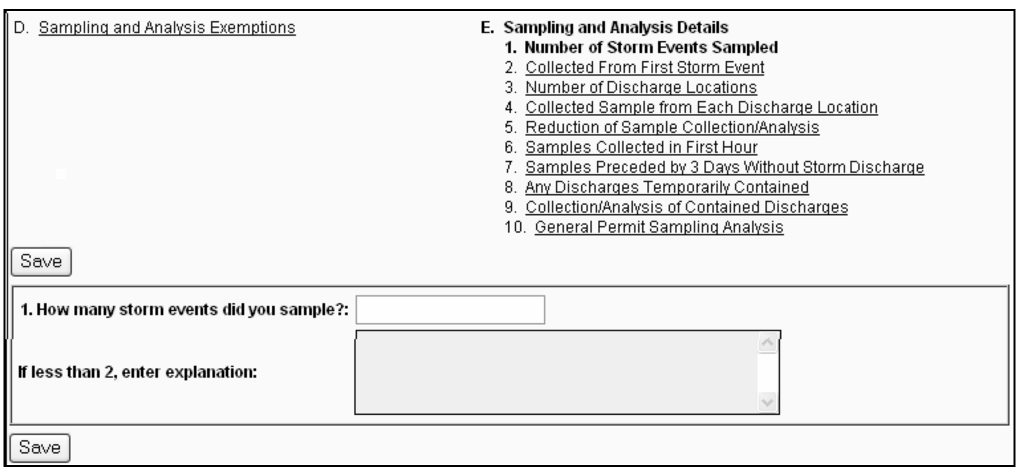
5. Click the "Sampling" Tab. Select whether or not the facility is exempt from collecting and analyzing samples from two storm events and click "Save".



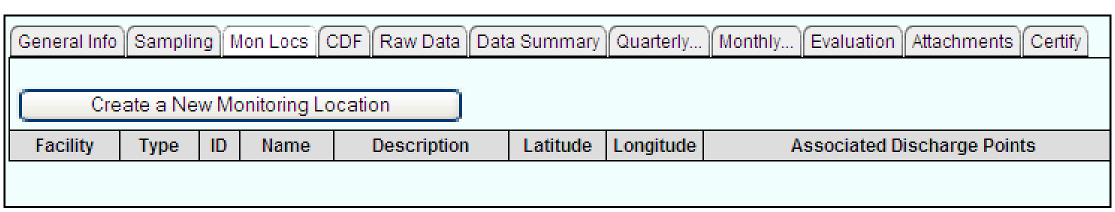
6. If answer is “yes", the following screen will appear. The system will flow through the rest of Section D. After clicking "save" on the last question of Section D, the system will be redirected to the "Quarterly Visual Observations" Tab.



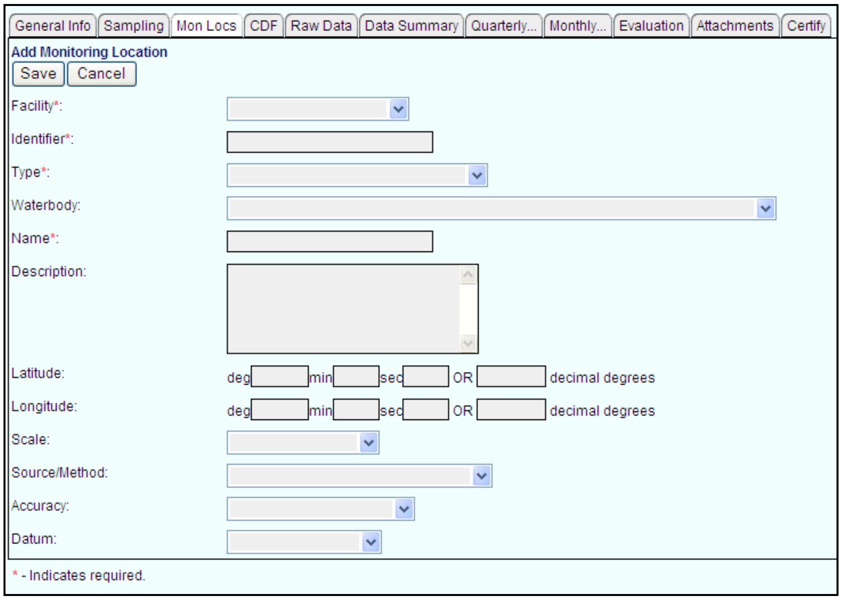
7. If answer is "no", the following screen will appear. The system will flow through the rest of Section E.



8. Click the "Mon Locs" Tab. Click the "Create a New Monitoring Location" button if the appropriate monitoring location hasn't already been created.



9. Enter information on this screen as follows:



- Click the "Facility" drop-down list and select the facility.

- For the "Identifier" and "Name" fields, choose a monitoring location name and enter it in each field. Naming suggestions as follows: "Mon-1" for the first monitoring location, “Mon-2" for the second monitoring location, etc.

- Click the "Type" drop-down list and select "Effluent Monitoring".

- Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW outfall near employee parking lot).

- Click "Save" and repeat these steps to add all monitoring locations.

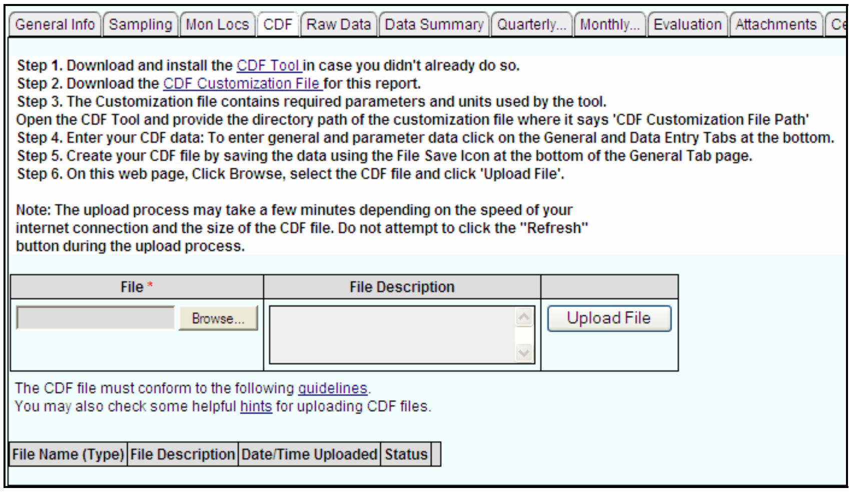
NOTE: A red asterisk "*" identifies all required fields.

10. Click the “CDF” Tab.

NOTE: The CIWQS Data Format (CDF) Microsoft Excel-based file allows you to configure your data into a format that CIWQS will understand and interpret correctly. You can open the CDF file in Excel and configure it on the basis of your permit requirements. *Important Note: The Tools require that macros be enabled.*

NOTE: Use of the CDF tool is not mandatory. Dischargers are still able to enter data via the “Raw Data” Tab. The CDF tool will most likely be more useful for larger facilities with multiple monitoring locations and multiple additional parameters. If a facility has 1-3 monitoring locations with basic parameters, the CDF tool might be more time consuming than using the “Raw Data” Tab.

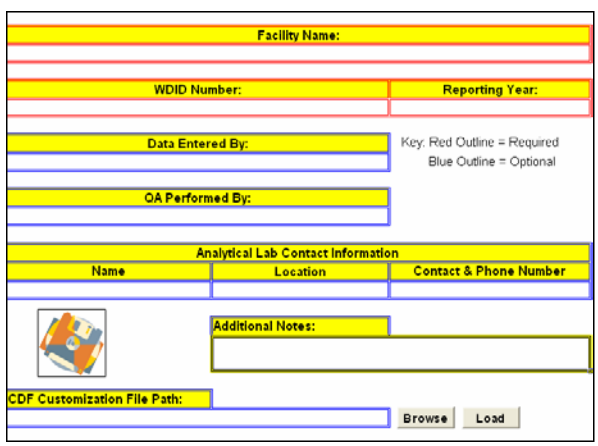
NOTE: If the CDF tool is used, data entry is not necessary under the “Raw Data” tab as the data was uploaded via the CDF tool.



- Download the CDF Tool (zipped file) and CDF Customization File by clicking the hyperlinks.

- Unzip the CDF Tool, open the Excel file titled “SwCDFTool.xls”, and enable the macros.

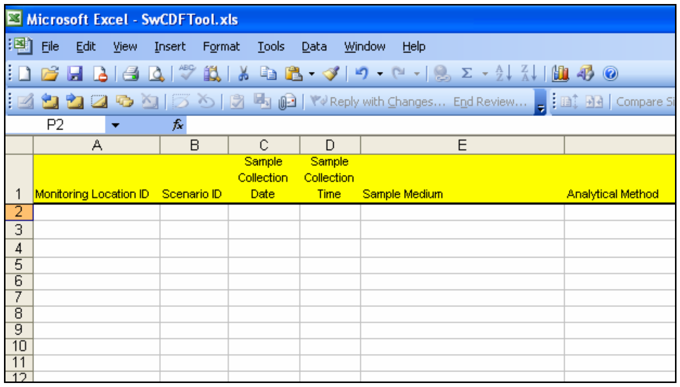
- Once the spreadsheet opens, click the “Browse” button under the “General” Tab and upload the CDF Customization File. This customized file contains SIC code-specific parameters that are required to be analyzed.



- Enter the facility’s information under the “General” Tab (i.e. Facility Name, WDID No, and Reporting Year).

NOTE: Red outlined boxes identify all required fields.

- Next, click the “Data Entry” tab.



— Enter the Monitoring Location ID that was previously created under the "Mon Locs" Tab. If the ID's do not match *exactly*, duplicate/incorrect data will be generated.

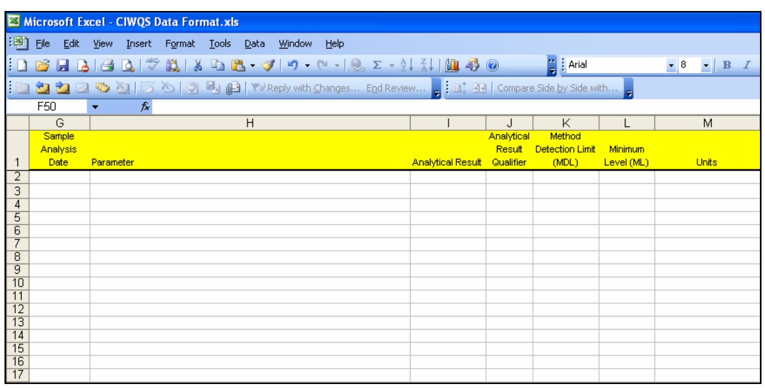
— Do not enter a value for "Scenario ID". This column is used by other Water Board programs.

— Enter the date the sample was collected under the column titled "Sample Collection Date".

— Enter the time the sample was collected under the column titled "Sample Collection Time". The time must be in 24-hour format (e.g. to enter 3pm, enter 15:00).

— Select "Water" from the "Sample Medium" drop down list.

— Skip "Analytical Method" column for now.



— Do not enter a value for "Sample Analysis Date". This column is used by other Water Board programs.

— Select a parameter from the "Parameter" drop down list.

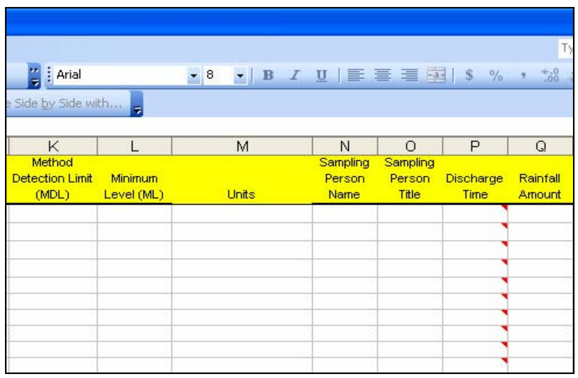
— Enter the result provided on the laboratory report in the "Analytical Result" column.

— Return to the column titled “Analytical Method” and locate and select the appropriate method as noted on the laboratory report.

— Select “=” from the “Analytical Result Qualifier” column if a numeric value was detected. If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifer to "<", enter the MDL value in the “Analytical Result” column, and then again in the “Method Detection Limit” (MDL) column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifer to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

— Do not enter a value for “Minimum Level”. This column is used by other Water Board programs.

— Select the appropriate units from the “Units” drop down list. The units listed are linked to the parameter that was previously selected.



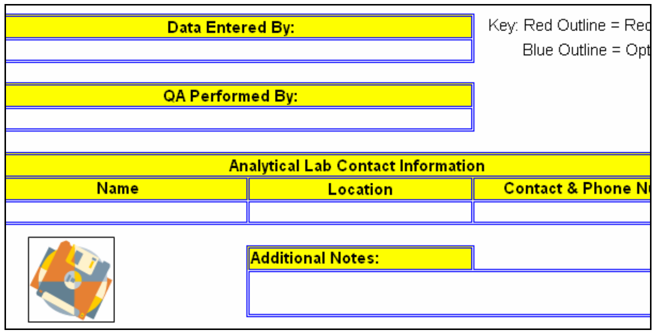
— Enter the name of the person who collected the sample in the “Sampling Person Name” column.

— Enter the title of the person who collected the sample in the “Sampling Person Title” column (Plant Manager, Maintenance Manager, etc).

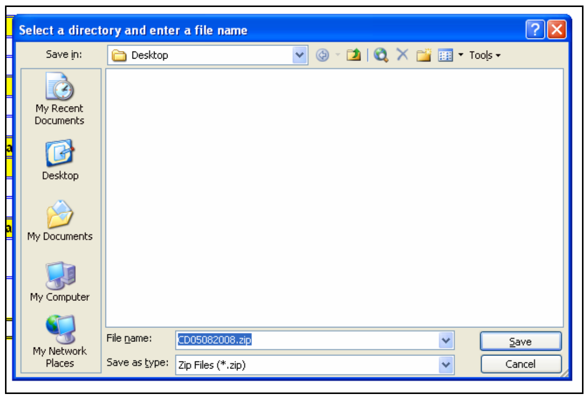
— Enter the time the discharge began in the “Discharge Time” column. The time must be in 24-hour format (e.g. to enter 3pm, enter 15:00).

— Do not enter a value for “Rainfall Amount”. This column is used by other Water Board programs.

— Repeat process for all remaining parameters shown in the “Parameter” drop down list.

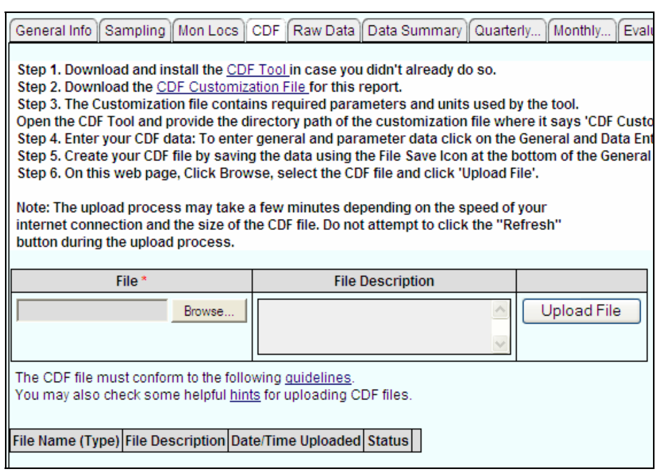


— Return to the “General” Tab within the CDF tool and click the diskette image. This zips the Excel file which will allow it to be uploading into SWARM.



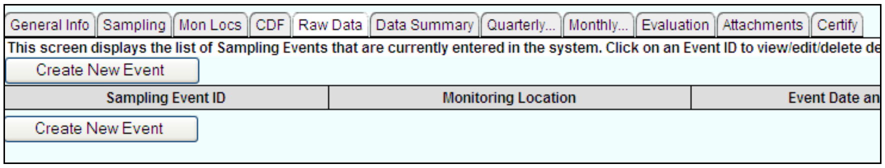
— A window will appear (similar to one shown above) and save the zipped file.

— Return to the “CDF” Tab to upload the zipped file that has been created by browsing for the file and clicking the “Upload File” button.

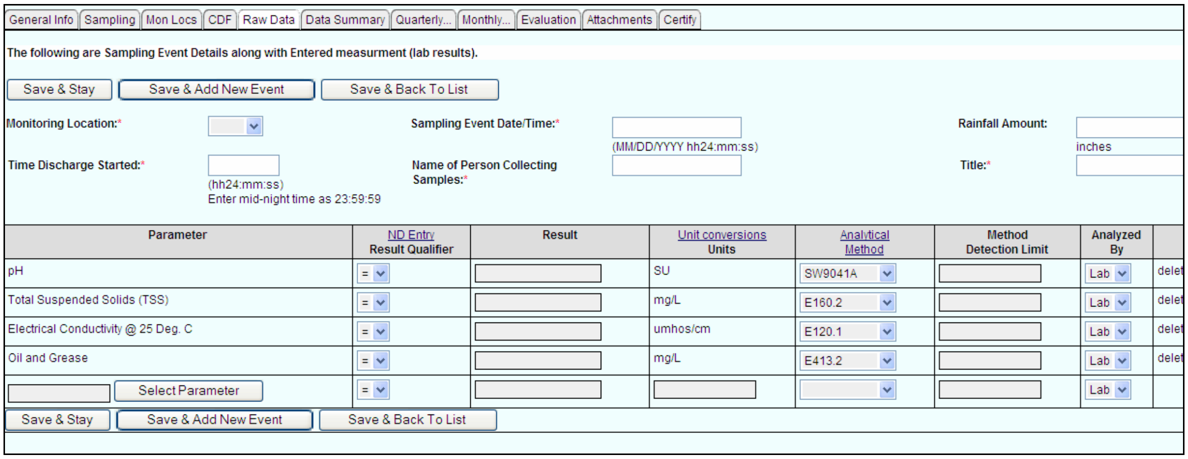


11. Click the "Raw Data" Tab.

NOTE: If data was entered via the CDF tool, the “Raw Data” Tab can be skipped.



- Click the “Create New Event” button to create a new record.



NOTE: The basic parameters and parameters specific to the facility’s SIC Code (s) will populate the table.

- Click the "Monitoring Location" drop-down to choose the monitoring location for this sample.

- Enter the date and time of the sampling event. The date and time must be in the following format: MM/DD/YYYY HH:MM:SS. There must be a space in between the date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00:00).

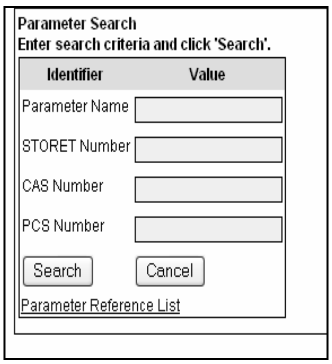
- Enter the time the discharger began in the “Time Discharger Started” field. The time must be in 24-hour format.

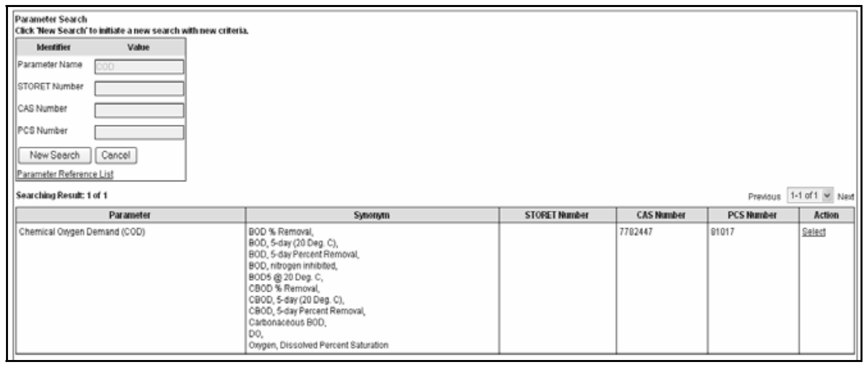
- Enter the name of the person who collected the samples as well as that person’s title in the appropriate fields.

12. Enter the results for all the parameters listed.

- If a parameter is displayed and is not required, enter zero for that parameter result. Directions on how to delete this record are described below.
- If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifer to "<", enter the MDL value, and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifer to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

- If the sample result units do not match the units listed in SWARM, convert the result units by using the "Unit Conversions" table. Click the "Unit Conversions" hyperlink to view this table.
- If substitution of a parameter is allowed, enter zero for each "to-be-deleted" parameter result. Click "Save & Stay". A hyperlink will appear next to each parameter record ("delete"). Click the hyperlink to delete any parameters that are either not required or will be substituted. Click the "Select Parameter" button and enter the additional/substituted parameter on the parameter search screen. Click "Search". When a parameter appears, click the “Select” hyperlink under the "Action" column.





☞ NOTE: Click the "Save & Stay" button any time a new screen will appear (e.g. "Select Parameter" screen).

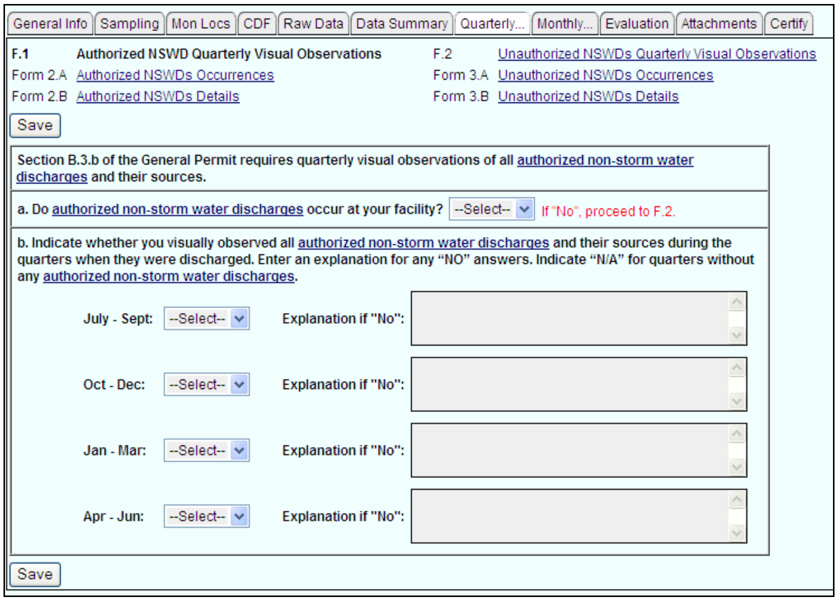
- Enter the value for this parameter.

13. Click "Save & Stay". Repeat steps as needed.

☞ NOTE: The following are instructions on each “Save” button:
   - “Save & Stay”: Saves any changes that have been made on the screen and will remain on the screen.
   - “Save & Add New Event”: Saves any changes that have been made on the screen and clear the data fields for a new event record. This is to be used when multiple monitoring locations and/or events need to be entered.
   - “Save & Back to List”: Saves any changes that have been made on the screen and takes the user back to the “Create New Event” screen.

14. Click the "Data Summary" Tab to review data. Return to the "Raw Data" Tab if edits are necessary.

15. Click the "Quarterly" Tab. The system will flow through the section. Click "Save" after each question is answered.



General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

F.1 **Authorized NSWD Quarterly Visual Observations**
F.2 Unauthorized NSWDs Quarterly Visual Observations
Form 2.A Authorized NSWDs Occurrences
Form 3.A Unauthorized NSWDs Occurrences
Form 2.B Authorized NSWDs Details
Form 3.B Unauthorized NSWDs Details

Save

Section B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water discharges and their sources.

a. Do authorized non-storm water discharges occur at your facility? --Select-- If "No", proceed to F.2.

b. Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. Enter an explanation for any "NO" answers. Indicate "N/A" for quarters without any authorized non-storm water discharges.

July - Sept: --Select-- **Explanation if "No":**

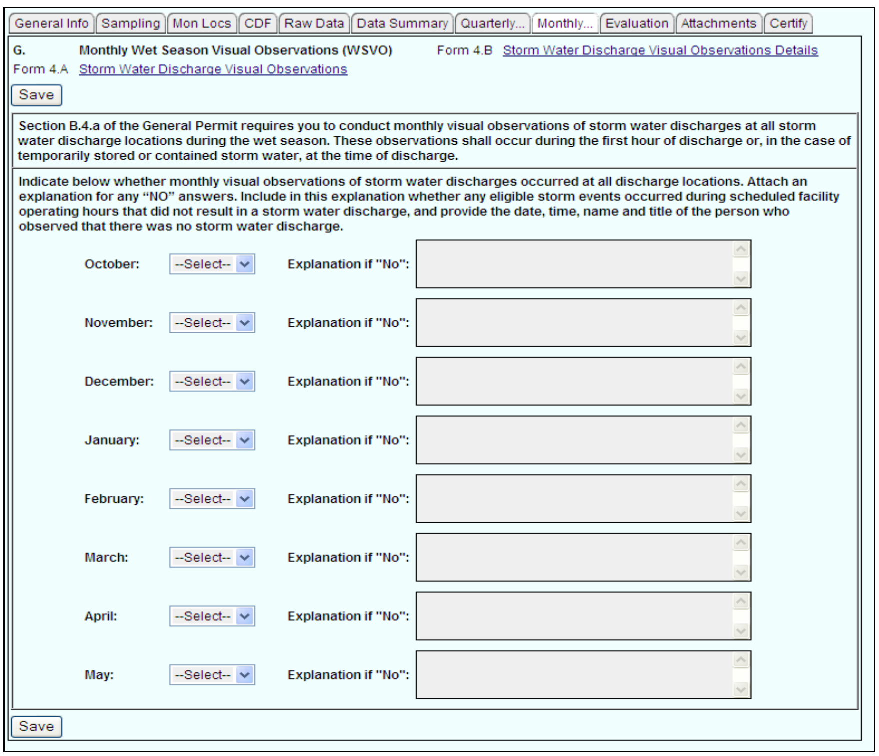
Oct - Dec: --Select-- **Explanation if "No":**

Jan - Mar: --Select-- **Explanation if "No":**

Apr - Jun: --Select-- **Explanation if "No":**

Save

16. Click the "Monthly" Tab. The system will flow through the section. Click "Save" after each question is answered.



General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

G. **Monthly Wet Season Visual Observations (WSVO)**
Form 4.B Storm Water Discharge Visual Observations Details
Form 4.A Storm Water Discharge Visual Observations

Save

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. Attach an explanation for any "NO" answers. Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.

October: --Select-- **Explanation if "No":**

November: --Select-- **Explanation if "No":**

December: --Select-- **Explanation if "No":**

January: --Select-- **Explanation if "No":**

February: --Select-- **Explanation if "No":**

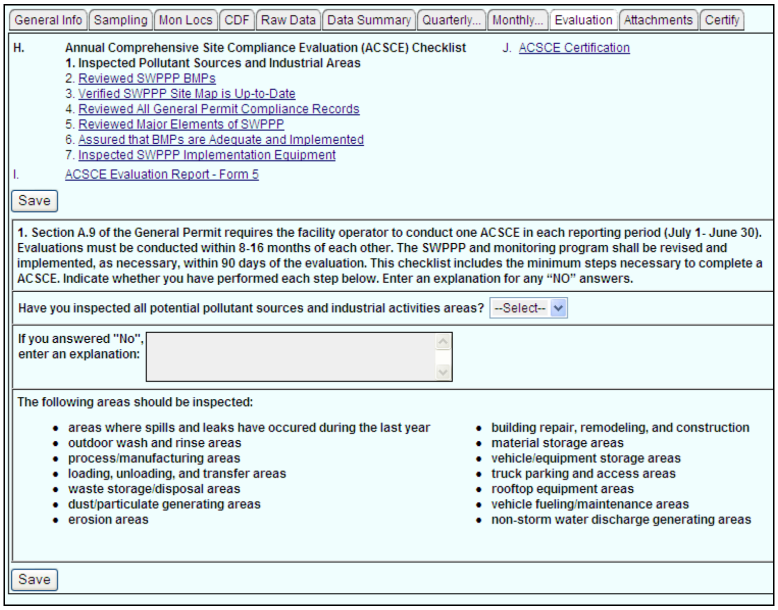
March: --Select-- **Explanation if "No":**

April: --Select-- **Explanation if "No":**

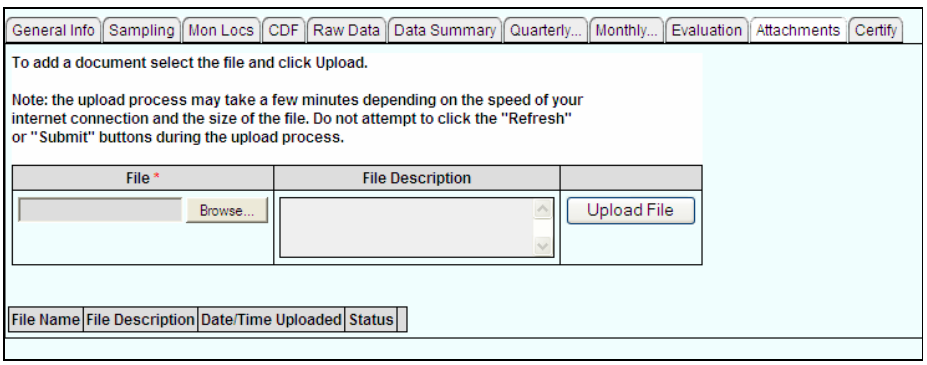
May: --Select-- **Explanation if "No":**

Save

17. Click the "Evaluation" Tab. The system will flow through the section. Click "Save" after each question is answered.



18. Click the "Attachments" Tab. Scanned or electronic documents required for the SWARM report are attached using this tab. A scanned or electronic version of the analytical results received from the lab <u>must</u> be attached to the annual report.

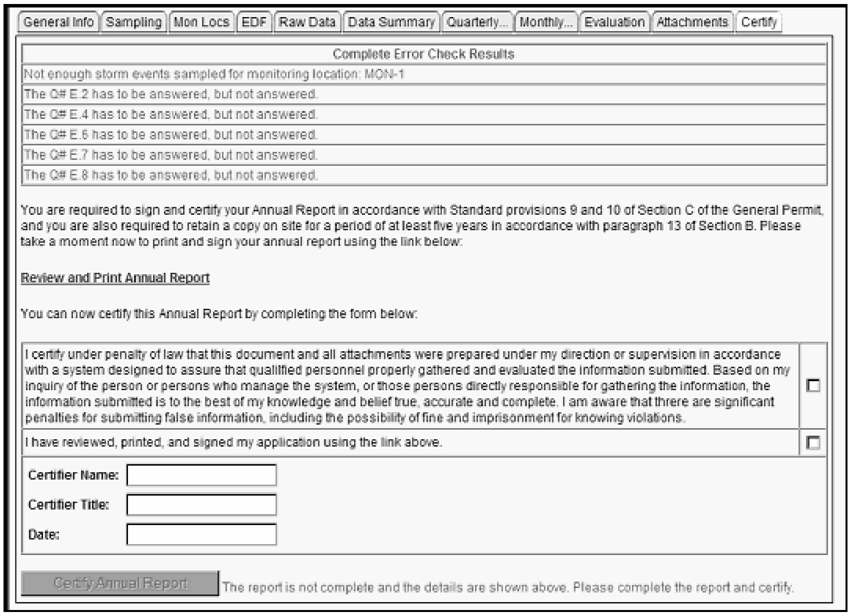


- Create a file(s) to attach and store it on a computer.
- Click the "Browse" button to find the file(s). Find and open the file to be linked.
- In the "File Description" field, describe the file to be attached and click the "Upload File" button.

☞ NOTE: Uploaded files have a maximum size of 50 megabytes. Documents larger than this must be separated into separate files.

19. Click the "Certify" Tab. Click the "Perform Completion Check" button to check the annual report for errors.

- Any errors in the report that are recognized by the program will be displayed. The report will not be able to be submitted until all errors are corrected.


General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Complete Error Check Results
Not enough storm events sampled for monitoring location: MON-1
The Q# E.2 has to be answered, but not answered.
The Q# E.4 has to be answered, but not answered.
The Q# E.6 has to be answered, but not answered.
The Q# E.7 has to be answered, but not answered.
The Q# E.8 has to be answered, but not answered.

You are required to sign and certify your Annual Report in accordance with Standard provisions 9 and 10 of Section C of the General Permit, and you are also required to retain a copy on site for a period of at least five years in accordance with paragraph 13 of Section B. Please take a moment now to print and sign your annual report using the link below:

Review and Print Annual Report

You can now certify this Annual Report by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that threre are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have reviewed, printed, and signed my application using the link above.

Certifier Name:

Certifier Title:

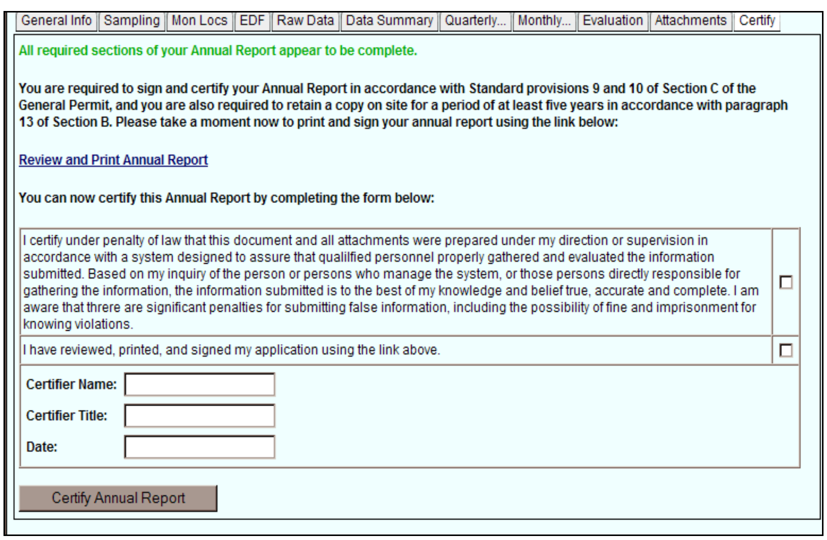
Date:

Certify Annual Report The report is not complete and the details are shown above. Please complete the report and certify.

- Once all errors are corrected, click the "Review and Print Annual Report" hyperlink. A facility is required to maintain all records, including annual reports, on site for five years. Fill out the blank certification fields and press the "Certify Annual Report" button.

NOTE: The "Certify Annual Report" button will be grey-out if a Data Submitter is logged into the system, meaning the Data Submitter is not authorized to certify the annual report. The Legally Responsible Officer is the only individual authorized to certify an annual report.

NOTE: Once a report is certified and submitted, the information cannot be updated/changed by the discharger or Regional Board staff.


General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

All required sections of your Annual Report appear to be complete.

You are required to sign and certify your Annual Report in accordance with Standard provisions 9 and 10 of Section C of the General Permit, and you are also required to retain a copy on site for a period of at least five years in accordance with paragraph 13 of Section B. Please take a moment now to print and sign your annual report using the link below:

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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that threre are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have reviewed, printed, and signed my application using the link above.

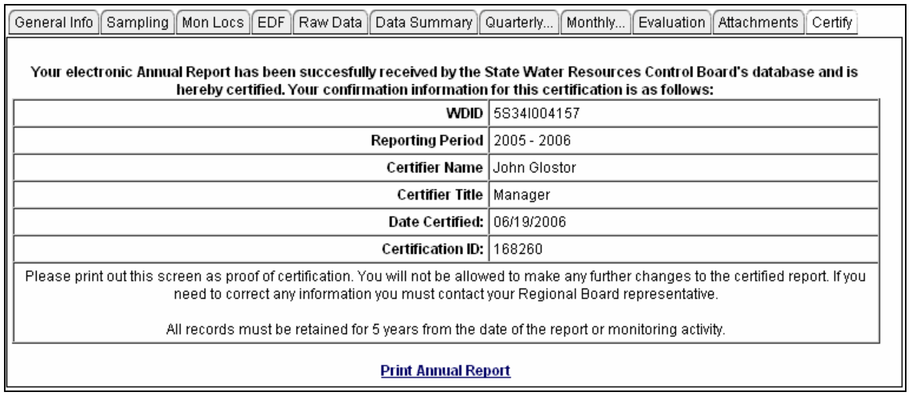
Certifier Name:

Certifier Title:

Date:

Certify Annual Report

- A confirmation screen will verify that the annual report was successfully submitted. Print out the screen as proof of electronic transmission and certification and include it with the printed annual report hard copy.


General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Your electronic Annual Report has been succesfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S34I004157
Reporting Period	2005 - 2006
Certifier Name	John Glostor
Certifier Title	Manager
Date Certified:	06/19/2006
Certification ID:	168260

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.

Print Annual Report

NOTE: Once an annual report is certified and submitted, the option to print an additional copy of the submitted annual report is available by login back into CIWQS, selecting the facility, clicking the "Certify" tab, and then clicking the "Print Annual Report" hyperlink. This option is to be used only if there were problems with the facility's printer, or internet connection was severed, etc. Keep in mind that the facility's Legally Responsible Person was required to review, print, and sign the printed hard copy of the annual report.

NOTE: Failure to submit the requested information may result in enforcement action, including civil monetary penalties of up to $10,000.00 for each day of violation.